

Health Information Management



A Career in Health Information Management

Health Information Management professionals promote the integrity of health information by managing, analyzing and preserving health records. These professionals facilitate the timely and accurate delivery of health information to support the delivery of quality health care to Veterans and their families.

Medical Records Technician

This series covers one-grade interval technical support positions that supervise, lead or perform support work to process and maintain medical records for compliance with regulatory requirements. It also covers positions that review, analyze, code, abstract, and compile or extract medical records data. The work requires practical knowledge of medical record procedures and references and the organization and consistency of medical records. Positions also require a basic knowledge of human anatomy, physiology and medical terminology. Positions include:

- Medical Records Technician Coders

Medical Records Administration

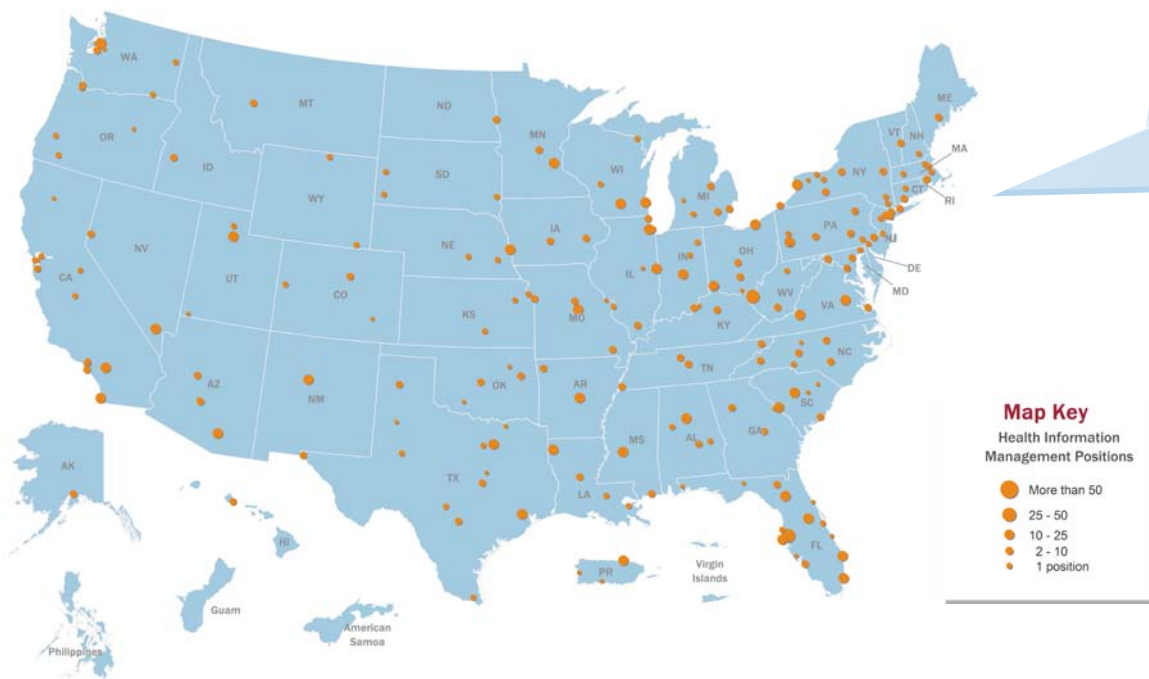
This series covers positions that manage, advise on, preserve, analyze and supervise the use of diagnostic and therapeutic medical records. These positions develop medical records policies and procedures and provide advice on the use of medical records. The work requires knowledge of medical records administration and management skills and abilities. Positions include:

- Medical Records Administrator

MyCareer@VA

VA is committed to career development and supports employees' ambitions to grow, learn and advance. Building a career at VA is a partnership, and we are dedicated to providing you the career resources and materials you need to achieve success.

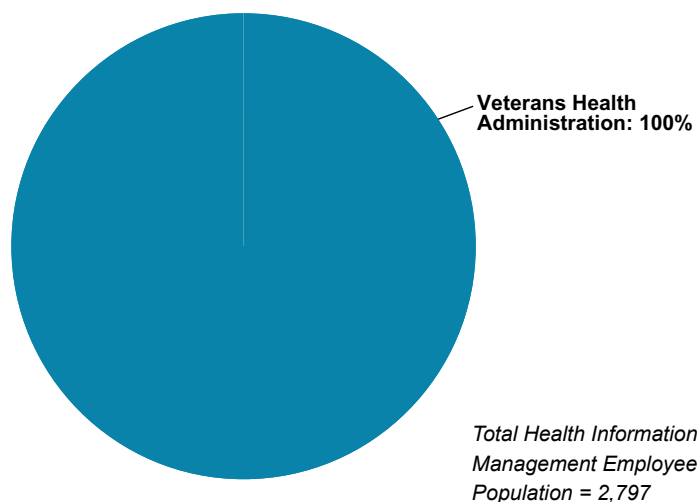
The MyCareer@VA program delivers interactive and engaging career development tools to help you explore and chart your long-term career path within VA.



Health Information Management Job Locations

VA's Health Information Management positions are dispersed across 209 cities within the United States. The top five Health Information Management occupational family geographic locations are Huntington, W.Va.; Tampa, Fla.; Bay Pines, Fla.; Cleveland, Ohio; and Gainesville, Fla.

VA Health Information Management Job Distribution by Administration



VA's Health Information Management positions are located in the Veterans Health Administration to meet the broad range of needs facing the Department.

MyCareer@VA Tools and Resources

- ▀ **Career Planning Process** - Develop professional goals and align developmental experiences to VA career opportunities through a four-phase process: Prepare, Plan, Explore and Develop
- ▀ **My Career Mapping Tool** - Map your long-term career path at VA by exploring career possibilities that leverage your knowledge, skills and experience across multiple occupational families
- ▀ **My Career Fit Tool** - Discover your career "fit" at VA by identifying your work interests and work environment preferences
- ▀ **VA Career Guides** - Explore the knowledge, skills, education and training recommended for each VA job and related career levels

VA employees can also visit the VA Talent Management System (TMS), a state-of-the-art online training and employee development system, to search and register for training courses and learning opportunities.